A
HAND BOOK
OF
CURRICULA AND SYLLABI
FOR THE
Intermediate (Part-I &II) Examination
TO BE HELD IN
2019
(ACADEMIC SESSION 2018-2020)

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, LAHORE

Rs. 250/-

i

TABLE OF CONTENTS

ii

PRE-MEDICAL GROUP

PRE-ENGINEERING GROUP

GENERAL SCIENCE GROUP

iii

*Syllabus is not yet available

SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS UNDER PART SYSTEM FOR SESSION 2016-18 & ONWARD

Punjab Boards of Intermediate and secondary Education, offer qualifications for both English and Urdu medium candidates for Intermediate / Higher Secondary School Certificate (HSSC) level education. The revised Intermediate / HSSC Scheme of Studies issued by the Curriculum Wing will be implemented from Session 2012-2014 and onward. Accordingly, each Intermediate / HSSC subject will be taught across both the Classes XI & XII. The marks and groups allocated to the subjects in the revised Scheme of Studies are as follows:

PRE - MEDICAL GROUP

Sr #	Code	Subject	Part-I	Part-II	Practical
1.	6002 6006	Urdu / Pakistani Culture (for Foreign Students only)	100	100	
2.	6001	English	100	100	
3.	6092 6093	Islamic Education **OR** Ethics / Civics (for Non Muslims)	50		
4.	6091	Pakistan Studies		50	
5.	6046	Biology	85	85	30
6.	6047	Physics	85	85	30
7.	6048	Chemistry	85	85	30
			505	505	90
		Total Marks:		**1100**	

GENERAL SCIENCE GROUP

Sr. #	Code	Subject	Part-I	Part-II	Practical
1.	6002 6006	Urdu / Pakistani Culture (for Foreign Students only)	100	100	
2.	6001	English	100	100	
3.	6092 6093	Islamic Education OR Ethics / Civics (for Non Muslims)	50		
4.	6091	Pakistan Studies		50	
5.		A) Physics, Mathematics, Statistics	85 +100 + 85	85 +100 + 85	60
		B) Mathematics, Economics, Statistics	100 +100 + 85	100 +100 + 85	30
		C) Economics, Mathematics, Computer Science	100 +100 + 75	100 +100 + 75	50
		D) Mathematics, Statistics, Computer Science	100 +85 + 75	100 +85 + 75	80
		E) Mathematics, Physics, Computer Science	100 +85 + 75	100 +85 + 75	80
		(CHOOSE ANY ONE COMBINATION)			
		Total Marks:		**1100**	

COMMRECE GROUP

Sr #	Code	Subject	Part-I	Part-II	Practical
1.	6002 6006	Urdu / Pakistani Culture (for Foreign Students only)	100	100	
2.	6001	English	100	100	
3.	6092 6093	Islamic Education OR Ethics / Civics (for Non Muslims)	50		
4.	6091	Pakistan Studies		50	
5.	6070	Principles of Accounting	100	100	
6.	6054	Principles of Economics **Commercial Geography in Part-II**	75	75	
7.	6058 6095	Principles of Commerce with **Banking in Part-II** OR Principles of Commerce with **Computer Studies in Part-II**	75 75	75 50	25
8.	6064	Business Mathematics **Statistics in Part-II**	50	50	
		Total Marks:		**1100**	

نصاب اُردو (لازمی)

پارٹ ۔۱ (برائے گیارہویں جماعت)

وقت 3:00 گھنٹے   100 نمبر

حصہ نثر : کتاب ''سرمایہ اردو''

دیے گئے اقتباس کی سیاق وسباق کے حوالے سے تشریح	15 نمبر
سبق کا خلاصہ	10 نمبر
اسباق پر سوالات	05 نمبر
نظم کی تشریح	10 نمبر
غزل کی تشریح	10 نمبر
نظم کا خلاصہ	05 نمبر

قواعد وانشا

روداد/مکالمہ/روزنامچہ	10 نمبر
تلخیص	10 نمبر
درخواست/رسید	10 نمبر
قواعد	15 نمبر

قواعد برائے سال اول

تشبیہ، استعارہ، تلمیح، مطلع، مقطع، قافیہ، ردیف کی تعریف اور مثالیں، تذکیر و تانیث (غیر حقیقی)

روداد/مکالمہ/روزنامچہ

درخواست/رسید

تلخیص

SYLLABI AND COURSES OF READING

نصاب اُردو (لازمی)

پارٹ۔II (برائے بارھویں جماعت)

وقت 3:00 گھنٹے

حصۂ نثر : کتاب ''سرمایہ اردو''

دیے گئے اقتباس کی سیاق و سباق کے حوالے سے تشریح	15 نمبر
سبق کا خلاصہ	10 نمبر
اسباق پر سوالات	05 نمبر
نظم کی تشریح	10 نمبر
غزل کی تشریح	10 نمبر
نظم کا خلاصہ	5 نمبر

قواعد و انشا

مضمون	20 نمبر
خط / آپ بیتی	10 نمبر
قواعد	15 نمبر

قواعد برائے سال دوم

مختلف حروف کا استعمال فاعل / مفعول کے ساتھ فعل کی مطابقت رموز اوقاف ۔ چند مصادر بطور امدادی افعال

سرمایہ اردو (گیارہویں جماعت)

مئولفین : ۱۔ ڈاکٹر محمد خان اشرف   ۲۔ پروفیسر ایاز اصغر شاہین

۳۔ محمد زبیر ساہی

ایڈیٹرز : ۱۔ پروفیسر حفیظ صدیقی   ۲۔ پروفیسر افتخار الدین سہیل

ناشر : پنجاب ٹیکسٹ بک بورڈ ، لاہور

سرمایہ اردو (بارہویں جماعت)

مئولفین : ۱۔ ڈاکٹر علی محمد خان   ۲۔ ڈاکٹر عبدالغنی فاروق

۳۔ پروفیسر جعفر بلوچ

ایڈیٹرز : پروفیسر محمد ظفر الحق چشتی

ناشر : پنجاب ٹیکسٹ بک بورڈ ، لاہور

SYLLABI AND COURSES OF READING

ENGLISH

Marks: 100   **CLASS XI (PART I)**   **Time: 3 Hours**

1.	Book I (Short Stories)	20
2.	Book III (Plays & Poetry) (15+15)	30
3.	Composition:-	
	a) Letter / Application Writing	10
	b) Story Writing (With Choice)	10
4.	Applied Grammar:- (5+5+5)	15
	a)Correct use of Tenses	
	b)Punctuation	
	c)Differentiation in Meaning of Words (Pair of Words)	
5.	Retranslation:-	15

(A Continuous Prose Passage from Book-I   **Total   100**
English into Urdu)

5. An unseen Paragraph in English   **OR**
Candidate whose medium of examination is English will
write an Eassy on...........

Marks : 100   **CLASS XII (PART II)**   **Time: 3 Hours**

1.	**Book II**	30
	(Modern Prose and Heroes) (15+15)	
2.	**Novel:-**	20
3.	**Composition:-**	15
	(Descriptive and Narrative Essays	
	consisting of 300 to 400 words)	
4.	**Applied Grammar:-**	20
	a- Correction of Common Errors	
	b- Direct and indirect narration	
	c- Use of Prepositions.	
	d- Phrases of current usage. (Idioms)	
5.	**Translation:-**	15

(A Continuous Prose Passage from   **Total: 100**
Urdu into English)   **OR**

5. Candidate whose mediam of examination is English will write a paragraph on.............

English Book – I

Compilers : 1.Bashir Ahmad Chaudhary 2. Qazi Sajjad Ahmad
Editor: Mrs. Shahida Rasul
Publishers: Punjab Text Book Board, Lahore

Intermediate English Book – II

Publishers:

1. Niaz Book Depot   2. Tariq Pulishing House   3. Wajid Ali
Author: Dr. Muhammad Sadiq
Editor: Mrs. S.M. Suleri

English Book – III

Compilers: 1. Rafiq Mahmood   2. Bashir Ahmad Chaudhary
3. Qazi Sajjad Ahmad   4. Mian Muhammad Afzal
5. Razzi Abidi   6. Shahid Imtiaz

A New Anthology of Essays

Publisher: Ejaz Publishers
Author: 1. Prof Dr. Imdad Hussain   2. Mrs. S.M. Suleri
Editor: Mrs. S.M. Suleri

A New Anthology of Poems

Publisher: Furqan Brothers
Author: 1. Dr. M.Sadiq   2.Riaz Hussain
Editor: Prof Riaz Hussain

Good By Mr. Chips

Publisher: Oxford University Press
Author: Games Hilton

نصاب تعلیمات اسلامی (لازمی)

وقت 2:00 گھنٹے   (برائے جماعت گیارہویں)   50 نمبر

باب اوّل: بنیادی عقائد، توحید، رسالت، ملائکہ، آسمانی کتابیں، آخرت

باب دوم: اسلامی تشخص ، ارکان اسلام، اللہ تعالیٰ اور رسول اللہ ﷺ کی محبت اور اطاعت، حقوق العباد، معاشرتی ذمہ داریاں

باب سوم: اسوہ رسول اکرم ﷺ ، رحمتہ للعالمین ، اخوت ، مساوات ، صبر ، استقلال، عفو ودرگزر، ذکر

باب چہارم: تعارف قرآن وحدیث

تعارف قرآن، تعارف حدیث، منتخب آیات، منتخب احادیث

منتخب آیات

۱۔ یایھاالذین امنوااتقوا اللہ و قولواقولاسدیداہ یصلح لکم اعمالکم و یغفرلکم ذنوبکم ومن یطع اللہ ورسولہ فقد فازفوراً عظیما

۲۔ لقد کان لکم فی رسول اللہ اسوۃ حسنۃ۔

۳۔ واعتصموا بحبل اللہ جمیعاً ولا تفرقوا۔

۴۔ ان اکرمکم عنداللہ اتقاکم۔

۵۔ ان فی خلق السموت والارض واختلاف اللیل والنھار لایات لاولی الالباب۔

۶۔ لن تنالو البر حتی تنفقوا مما تحبون۔

۷۔ وماآتاکم الرسول فخذوہ وما نھاکم عنہ فانتھوا۔

۸۔ ان الصلوۃ تنھی عن الفحشاء والمنکر۔

۹۔ ولا تکسب کل نفس الا علیھا ولا تزر وازرۃ وزراخری

۱۰۔ ان الله یامر کم بالعدل و الاحسان۔

۱۱۔ انا نحن نزلنا الذکر و انا له لحافظون

۱۲۔ یایهاالذین اٰمنوا کتب علیکم الصیام۔

احادیث

۱۔ انما الاعمال بالنیات وانما لکل امری ما نوی

۲۔ انما بعثت لاتمم مکارم الاخلاق۔

۳۔ لا یومن احد کم حتی اکون احب الیه من والده و ولده والناس اجمعین۔

۳۔ لا یومن احد کم حتی یحب لاخیه مایحب لنفسه

۵۔ المسلم من سلم المسلمون من لسانہ ویدہ۔

۲۔ لا یرحمه الله من لا یرحم الناس ۔

۷۔ کل المسلم علی المسلم حرام دمه وماله و عرضه۔

۸۔ ما عال من اقتصد۔

۹۔ من سلک طریقا یطلب فیه علما سلک الله به طریقا من طرق الجنة۔

۱۰۔ المومن اخوا المومن کجسد واحد ان اشتکٰی شیئا منه وجد الم ذلک فی سائر جسدہ۔

۱۱۔ الجنته تحت اقدام الامهات۔

۱۲۔ الصدق ینجی والکذب یهلک۔

PAKISTAN STUDIES (Compulsory)

Marks : 50　　　　**CLASS XII**　　　　**Time: 2 Hours**

Chapter 1. GENESIS OF ISLAMIC REPUBLIC OF PAKISTAN

I. **Ideology of Pakistan**
　　-Concept
　　-Components:-
1. Islam
2. Democracy
3. Social justice, equality and responsibility
4. Basic Human Rights

II. **Pakistan the result of Muslim Struggle**
1. Tehrik-e-Khilafat
2. Foundation of Muslim League
3. Ali Garh Tehrik
4. Pakistan Resolution
5. Cripps' Mission
6. Elections of 1945-46
7. Cabinet Mission Plan
8. Simla Conference
9. Interim Government
10. 3rd June 1947 Plan
11. Independence Act 1947
12. Emergence of Pakistan

Chapter 2. INITIAL PROBLEMS OF ISLAMIC REPUBLIC OF PAKISTAN

A. **Problems:**
1. Introductory remarks
2. Red Cliff Award – Its injustices.
3. Administrative problems
4. Influx of Refugees
5. Division of Assets
6. Division of Armed Forces and Assets

7. Water / Canal Dispute
8. Accession of Princely States. (Junagarh, Manawdar, Kashmir, Hyderabad Daccan).
9. What actions were taken to resolve the problems
10. National Solidarity and Stability

B. The vision of Quaid –i-Azam Muahmmad Ali Jinnah about Pakistan
1. Settlement of Refugees
2. Advice to Govt. officials for national service
3. Provincialism, parochialism
4. Guiding principles for the economy of Pakistan
5. Guiding principles of Foreign Policy
6. Advice to the students to concentrate on eduction

C. Ways and means to resolve problems
i. Leadership qualities
ii. Negotiations, premises, concessions, discussions
iii. Faith, Unity and Discipline

Chapter 3.GEOGRAPHY OF ISLAMIC REPUBLIC OF PAKISTAN
1. Physiography of Pakistan
2. Climatic zones of Pakistan
3. Imbalanced Economic Growth and Regional Disparities.
4. Influence of climate on human life.
5. Geo-strategic position
6. Attraction for tourists
7. Gateway to land locked countries Afghanistan Central Asian Republics
8. Map reading

Chapter 4.STEPS TOWARDS AN ISLAMIC REPUBLIC OF PAKISTAN
1. Significance and impact of Objectives Resolution 1949
2. Islamic provisions in the constitutional documents
3. Steps towards Islamization since 1949
4. Difficulties in the way of implementing Islamic provisions
5. Rights and responsibilities

6.   Affects: if one breaches and deviates from them
7.   Human Rights
8.   Salient features World Human Rights Declaration – 1948
9.   Khutba Hujjat-ul-Wida, the comprehensive charter of Human Rights

Chapter 5. ADMINISTRATIVE STRUCTURE OF PAKISTAN AND GOOD GOVERNANACE

1.   Federal Government various Institutions and their functions
2.   Provincial Governments and their functions
3.   Local Governments with reference to Devolution Plan 2001
4.   Islamic perspective of good governance.
5.   Administration in the era of Hazrat Umar (R.A.U)
6.   Devolution of power plan and Good Governance. Targets and expectations.
7.   Obstacles and remedies in the way to Good Governance

Chapter 6. CULTURE OF ISLAMIC REPUBLIC OF PAKISTAN

1.   Meaning and significance of culture
2.   Ancient Civilization with reference to Pakistan Epitome from "History of World" by Tryon Be.
3.   Cultural Heritage of Pakistan: main sites
4.   Common Characteristics of Pakistan Culture. Be Pakistani, by Pakistani
5.   Gender equity, issues and problems.
6.   Rights of women in Islam
7.   Policies for women participation in sociopolitical affairs of Pakistan

Chapter 7. LANGUAGES OF ISLAMIC REPUBLIC OF PAKISTAN

1.   Languages as vehicle of cultural integration and human relationship
2.   The National Language – Urdu: Historical development
3.   Regional languages in Pakistan:
     -Punjabi   -Pushto   -Sindhi   -Balochi

Chapter 8. NATIONAL INTEGRATION AND PROSPERITY

1. Meaning of national integration and cohesion
2. Significance in an Islamic Democratic State
3. Problems in the way to national cohesion and integration in Pakistan
4. Remedial measure. My, your and our role

Chapter 9. ECONOMIC PLANNING AND DEVELOPMENT IN ISLAMIC REPUBLIC OF PAKISTAN

1. Meaning and Importance of Economic Planning and development
2. Agricultural Development
3. Industrial Development
4. Trade and Commerce
5. Natural Resource Development and their conservation
6. Education and Health for All
7. Information Technology
8. Economic planning in the light of all five years plans
   1. Strategy 2. Targets 3. Achievements
   An overview of the plans as a whole

Chapter 10. PROTECTION OF WOMEN'S RIGHTS

1. Toxic Masculinity
2. Patriarchy
3. Punjab Government's Efforts to Adress Violence Against Women
4. Protection Against Harassment of women at the workplace Act 2010
5. Punjab Marriage Restraint Act 2015
6. The Punjab Protection of Women Against Act 2016

Chapter 11. FOREIGN POLICY OF ISLAMIC REPUBLIC OF PAKISTAN

1. Definition of foreign Policy
2. Principles of the Foreign Policy of Pakistan
3. Objectives of the Foreign Policy of Pakistan

4.   Determinants of the Foreign Policy of Pakistan
5.   Foreign Policy of Pakistan with China, India, Iran, USA, Afghanistan, Saudi Arabia.
6.   A glimpse of World Affairs and our Foreign Policy successes and failures

Prescribed Book: **Pakistan Studies** (Urdu & English Version)
Authors: 1.Muhammad Farooq Malik   2. Dr.Sultan Khan
                         3.Rai Faiz   4.Khadim Ali Khan
                         5.Muhammad Hussain Ch
Published by: Punjab Text Book Board, Lahore.

CIVICS (Compulsory)

(For non Muslim Students only in lieu of Islamiat Compulsory)
(There will be one paper of 50 Marks)
(Outlines of tests)

Marks : 50   **Time: 2 Hours**

The outline of the courses contains the following major themes and their contents:-

CHAPTER – I MAN AND SOCIETY

1.   Sociability of man
2.   Survival and development
3.   Impact of social environment of man
4.   Processes of socialization
5.   Nature of Associations, their kinds (Voluntary / compulsory) and functions
6.   Concepts of Family, Nation, Millat and state
7.   Independence of the Individual and society

ECONOMICS

Marks : 100   **PART I**   **Time : 3 Hours**

CHAPTER – I NATURE AND SCOPE OF ECONOMICS   Weightage: 15%

Concepts	Contents

1. Nature and scope of Economics
2. Definition and law of Economics
	A. Introduction
	1. Wants and satisfaction
	2. Goods and services
	3. Utility and scarcity
	4. Economics problems and its nature
	5. Definition by:-
	    a- Adam Smith
	    b- Alfred Marshall
	    c- Loonier Robbins
	B. Meaning of:
	1. Micro Economics, Macroeconomics, positive and normative economics.
	2. Economic laws and their nature

CHAPTER – II CONSUMER'S BEHAVIOUR AND ITS ANALYSIS
Weightage: 10%

Concepts	Contents
1. Consumer's behavior. 2. Utility approach. 3. Indifference curve.	1. Definition 2. Meaning 3. Rationale 4. The Law of diminishing marginal utility with table and graph. 5. The law of equimarginal utility or law of substitution with formula and diagram. 6. Indifference curve i- Definition and Characteristics (graphical presentation)

CHAPTER – III BASIC TOOLS OF STATISTICS AND MATHEMATICS
IN ECONOMICS   Weightage: 5%

Concepts	Contents
1. Basic tools of statistics and Mathematics in economics 2. Equation	ii. Variables: Continuous, discontinuous, independent, dependent. i. Liner equation with group.

	iii. Quadratic equation
	iv. Simultaneous equations
	v. Statistical data its collection and tabulation.

CHAPTER – IV DEMAND   Weightage: 10%

Concepts	Contents
1. Law of demand and practical uses	1. Definition
2. Demand elasticity	2. Law of demand
	3. Demand function and functional equation of demand
	4. Movement along with demand curve and shift in demand curve
	5. Price elasticity of demand (Arc & point) and methods of measurement
	6. Concepts of income elasticity and cross-elasticity of demand
	7. Factors influencing the elasticity of demand
	8. Practical uses of the concept of elasticity of demand

CHAPTER –V SUPPLY   Weightage: 10%

Concepts	Contents
1. Law of supply and practical uses	1. Definitions stock and supply
2. Elasticity	2. Law of Supply
	3. Supply functions and functional equation of supply
	4. Movement along with supply curve and shift in supply curve
	5. Elasticity of supply and its measurement.
	6. Factors influencing the elasticity of supply
	7. Practical uses of the concepts

CHAPTER –VI EQUILIBRIUM   Weightage: 10%

Concepts	Contents
1. Equilibrium in demand and supply etc.	1. Concept of equilibrium
	2. Equilibrium of demand and

	supply
	3. Equilibrium in price and equilibrium in out put
	4. The effects on equilibrium in price and output put due to change in demand and supply

CHAPTER –VII THEORY OF PRODUCTION   Weightage: 10%

Concepts	Contents

1. Theory of production
2. Factors of Production
	1. Meaning of production
	2. Characteristics and importance of FOP.
	3. Factors of production:-
	   (a) Land
	   (b) Labour
	   (c) Capital
	   (d) Organization

CHAPTER –VIII SCALES OF PRODUCTION AND LAWS OF RETURNS
Weightage: 5%

Concepts	Contents
1. Scales of production 2. Laws of Returns	Meaning 1. Scale of production 2. Economies and diseconomies internal and external 3. Merits and demerits of large scale (increasing, constant, diminishing) and their relation with the cost of production 4. Laws of production (increasing, constant, diminishing) and their relation with the cost of production

CHAPTER –IX COST OF PRODUCTION   Weightage: 5%

Concepts	Contents
1. Cost of production 2. Relationships of different cost curves	1. Definition, classification, Fixed and variable. 2. Total, average and marginal cost 3. Relationship between total, average and marginal cost.

CHAPTER –X REVENUE ANALYSIS   Weightage: 5%

Concepts	Contents
1. Application of Revenue curves in price and output determination	1. Definition 2. Total, marginal and average revenue under perfect competition and monopoly 3. Price and output determination and short and long run under perfect competition and monopoly

CHAPTER –XI MARKET   Weightage: 5%

Concepts	Contents
1. Market Kinds of market	Meaning and significance of market 1. Perfect competition and monopoly 2. Short run and long run in perfect competition and monopoly

CHAPTER –XII DISTRIBUTION : FACTORS PRICING Weightage: 10%

Concepts	Contents
1. Factors pricing 2. Productivity	1. Rent, meaning, Kinds and Recardian theory of rent 2. Wages definition, meaning, and Kinds. Marginal productivity theory. 3. Interest: Meaning and Kinds 4. Profit : meaning and kinds 5. Difference between profit and interest

Marks : 100   **PART II**   **Time : 3 Hours**

MACRO ECONOMICS

CHAPTER –I NATIONAL INCOME   Weightage: 10%

Concepts	Contents

1. National Income
2. When saving is equal to investment
3. Flow of National income
4. Per capita income
	1. G.N.P, N.N.P, G.D.P, National Income
	2. Methods of computing national income
	  I- Product method.
	  II- Income methods.
	  III- Expenditure methods.
	  IV- Circular flow diagram.
	  V- Concept of equilibrium: MPC, MPS,
	     $Y=C+S$
	     $Y=C+1$
	  VI- Income where $S=1$.

CHAPTER –II MONEY   Weightage: 10%

Concepts	Contents
1. Barter system 2. Money 3. Value of money 4. Credit cards	1. Barter system and its difficulties 2. Evolution of money 3. Definition of money 4. Functions of money 5. Kinds of money 6. Instruments of money: (credit cards ATM, Traveler Cheques) 7. Demand for and supply of money 8. Value of money 9. Quantity theory of money (Fisher's equation)

CHAPTER –III BANKS   Weightage: 10%

Concepts	Contents
1. Bank 2. Commercial Bank 3. Interest	1. Definition of Bank 2. Kinds and functions of Banks 3. Commercial Banks and their functions with particular

	reference to credit creation
	4. Definition of interest
	5. Interest free Banking in Pakistan
	6. Case study of Malaysia, Kingdom of Saudi Arabia

CHAPTER –IV PUBLIC FINANCE   Weightage: 10%

Concepts	Contents
1. Private finance	1. Public Vs private finances
2. Public finance	2. Public revenue and tax culture
3. Tax revenue	I- Tax and non-tax revenue
4. Public revenue in Pakistan	II- Principles of taxation
	III- Kinds of taxation.
	a- Direct and indirect tax
	b- Progressive and proportional
	c- An analysis of public revenue in Pakistan

CHAPTER –V INTERNATIONAL TRADE   Weightage: 10%

Concepts	Contents
1. Foreign trade	1. Differentiation between domestic and foreign trade
2. Domestic trade	2. Advantage and disadvantages of international trade
3. Balance of payment	3. Classical theory of international trade
4. Balance of trade	4. Balance of trade vs. Balance of payment
5. Meaning and improving role	5. Globalization MNCs, TNCs, WTO.
6. Globalization	

CHAPTER –VI INTRODUCTION TO PAKISTAN ECONOMY Weightage: 3%

Concepts	Contents
1. Meaning of economy of	1. Agriculture Sector
2. Pakistan	2. Trade and Industrial sector
Components of Pakistan	3. Involvement of Stock Exchange
economy	4. Education and Health Sector

CHAPTER –VII NATIONAL INCOME OF PAKISTAN   Weightage: 10%

Concepts	Contents
National Income GNP, GDP, NNP Product, personal Income disposable Total Income	1. Its size and sectoral contribution 2. Difficulties in measurement 3. Causes of low per capita income 4. Tax Culture

CHAPTER –VIII ECONOMIC DEVELOPMENT AND PLANNING
Weightage: 10%

Concepts	Contents
1. Economic Development and Planning	1. Concept of economic development 2. Problems of under development 3. Factors influencing development 4. Quality of life (living standard) with reference to Pakistan 5. Planning in Pakistan with reference to current five years plan 6. Importance and problems in agricultural and industrial sectors of Pakistan and their solution 7. Development of Industries

CHAPTER –IX COMMUNICATION AND HUMAN RESOURCE DEVELOPMENT
Weightage: 7%

Concepts	Contents

1. Communication and its significance
2. Mobility of labour population
3. Unemployment
4. Population education
	1. Traditional communication system.e.g. roads, and transportation Dry-ports, seaports etc.
	2. Modern approaches
	3. Computers and Information
	i. Technology
	   Motorway
	ii. Role of communication in Pakistan's
	iii. prosperity
	   Factors affecting productivity of
	4. labour
	   Mobility of labours its factors
	5. Problems of high rate of population
	6. growth and need of population

	education
7.	Population growth its effects and factors. Comparison with LPCs and MPCs.
8.	Labour force, its problem, facts and its remedies.
9.	Problems of unemployment and under-employment

CHAPTER –X BANKING IN PAKISTAN   Weightage: 5%

Concepts	Contents
1. Significance and functions of banks in Pakistan	1. Commercial Banks and their functions
	2. Role of banking system in economic development
	3. State Bank of Pakistan, its functions and importance.
	4. Money market capital market
	5. E-Commerce
	6. Inflation Definition and types / causes, consequences and remedies with reference to Pakistan

CHAPTER –XI PUBLIC FINANCE OF PAKISTAN   Weightage: 5%

Concepts	Contents
1. Public Finance	1. Kinds of taxation in Pakistan
2. Revenue	2. Sources of revenue
3. Zakat	3. Heads of expenditure of Federal and Provincial governments with reference to latest budget.
4. Ushr	4. Zakat and its distribution
5. Charity	5. Ushr and charity as instruments of source of revenue and Social Justice.

CHAPTER –XII FOREIGN TRADE OF PAKISTAN   Weightage: 5%

Concepts	Contents
1. Exports	1. Major exports of Pakistan
2. Import	2. Major imports of Pakistan
3. Regional Organization	3. Balance of payments position of

4. International Organization	Pakistan
5. Balance of payment	4. Regional and international
6. Foreign exchange rates.	Organization their role towards
	Pakistan e.g. ECO, SAARC, WTO.
	5. Foreign exchange rates.

CHAPTER –XIII ECONOMIC SYSTEM OF ISLAM Weightage: 5%

Concepts	Contents
1. Islamic Economic System. 2. Different economic system.	1. Elaboration of basic characteristics and instruments of Islamic Economic System. 2. Interest free Banking. 3. Equality. 4. Justice (Social and Economies) 5. Goodness and Ehsan. 6. Elimination of wealth concentration and wasteful consumption. 7. Austerity/self contentment. 8. Implication of ostentation and Hoarding. 9. Comparison between capitalism, socialism and Islamic system.

Recommended Book: Economics Part-II

    Authors: 1) Mian Muhammad Akram   2) Mahmood Ahmad Ch.
    Editor: Rubina Qamar Qureshi
    Publisher: Imtiaz Book Depot, Lahore.

GEOGRAPHY

Distribution of Marks:

Part-I (Class-XI)   Part-II (Class-XII)

Theory: 85   Theory: 85

                           Practical: 30

Total Marks: 200

Marks: 85   **(PART –I) CLASS XI**   Time: 3:00 Hours

PHYSICAL GEOGRAPHY

1. Geography:Definition,Branches, Scope and importance.
2. **Physical Geography and Its components**
    - (*a*) The Earth as a planet
    - (*b*) The Earth's shape and size.
    - (*C*) The Earth's composition & structure.
    - (*d*) The distribution of Land and Water
3. **Rocks Formation Classification and Characteristics**
4. **Major Landform**
    - (*a*) Mountains.
    - (*b*) Plateaus
    - (*c*) Plains.
5. **Weathering and its types**
6. **Physical Features produced by**
    - (*a*) Running Water.
    - (*b*) Glaciers.
    - (*c*) Wind.
7. **Oceans and their movements**
    - (*a*) The oceans.
    - (*b*) Movements of the oceans:
      Currents. Tides & Waves. Their causes and effects.
8. **The Atmosphere :**
    - (*a*)   Composition
    - (*b*)   Weather & Climate
    - (*c*)   Elements of weather & Climate:
      - (*i*) Temperature.
      - (*ii*) Pressure & Winds.
      - (*iii*) Moisture: Humidity & Precipitation.

9.   **Physical Environment and Man:-**
     (*a*)   Physiography and Man.
     (*b*)   Climate and Man.

LIST OF PRACTICAL FOR CLASS XI (PART-I)

1.   Location in Geography: Latitudes & Longitudes.
2.   Determination of Time.
3.   Methods of finding directions.
4.   Maps: Types & Uses.
5.   Scales:
5.   (*a*)   Methods of showing scales.
         (*i*) Statement of Scale.
         (*ii*) Representative Fraction (R.F.).
         (*iii*) Plain or linear scale is also known as graphic scale,
     (*b*)   Conversion.
     (*c*)   Construction of simple scale.
6.   Methods of showing relief.
7.   Identification and uses of the following:
     (*a*)   Rocks.
     (*b*)   Thermometers.
     (*c*)   Barometer.
     (*d*)   Rain gauge.

Marks: 85   (PART-II) CLASS-XII   Time:3:00 Hours

WORLD REGIONAL GEOGRAPHY:

1.   A brief Geographical introduction to the World.
2.   A geography of the continents under the following headings,
     (*a*)   Physical features.
     (*b*)   Climate.
     (*c*)   Population.
3.   Economic Geography of the following Countries with reference to:
     (*a*)   Population.
     (*b*)   Agriculture.
     (*c*)   Mineral & Power Resources.
     (*d*)   Industries.

(e)   Trade
- (i)   Pakistan.
- (ii)   China.
- (iii)   Saudi Arabia.
- (iv)   Japan.
- (v)   UK.
- (vi)   U.SA.
- (vii)   Sudan.
- (viii)   Brazil.

LIST OF PRACTICAL FOR CLASS-XII (PART – II)

1. Map projections: Major Types & their uses.
2. Representation of statistical data by:
   - (a) Line graph.
   - (b) Bar graph.
   - (c) Pie graph.
3. Distribution Maps:
   - (a) Dot Method
   - (b) Shade Method,
4. Topographical sheets: Marginal information identification of Natural & Cultural features.

کتب:۔

۱۔ طبعی جغرافیہ حصہ اول برائے گیارہویں جماعت
پروفیسر محمد اسلم

۲۔ ورلڈ ریجنل جغرافیہ حصہ دوم برائے بارہویں جماعت
پروفیسر محمد اسلم

۳۔ عملی نوٹ بک جغرافیہ برائے انٹر کلاسز
پروفیسر محمد اسلم

STATISTICS

Distribution of Marks:

Part-I (Class-XI)

Theory Marks: 85

Part-II (Class-XII)

Theory Marks: 85

Practical: 30

Total : 200

Marks : 85   **PART – I**   **Time: 3:00 Hours**

Syllabus

Chapter:1 INTRODUCTION TO STATISTICS

Introduction, Definitions, Notations, Importance of Statistics in Various Disciplines, Social Sciences, Plant Sciences, Physical Sciences, Medical Sciences, Variables, Descriptive and Inferential Statistics, Sources of Data

Chapter:2 REPRESENTATION OF DATA

Introduction, Calssification, Tabulation, Construction of tables, Frequencey distribution, Cumulative Frequency Distribution, Graphic Representation of Data, Simple Bar Diagram, Multiple Bar Diagram, Sub-Divided Bar Diagram, Pie Diagram, Histogram, Frequency polygon and frequency curve, Scatter Plots, Bivariate Frequency Distribution

Chapter:3 MEASURES OF LOCATION

Introduction, Arithmetic Mean and Weighted Mean, Updating or Correcting the mean, Calculation of A.M. by coding / short-cut method, Merits and Demerits of Arithmetic mean, Geometric Mean, Properties of Geometric mean, Merits and Demerits of geometric mean, Harmonic Mean, Merits and Demerits of Harmonic mean, Properties of Harmonic mean, Median, Properties of Median, Merits and Demerits of Median, Quantiles, Mode, Properties of Mode, Merits and Demerits of Mode, Empirical Relationship between Mean, Median and Mode, Selecting a Suitable Measure of Central Tendency

Chapter:4 MEASURES OF DISPERSION

Introduction, Range, Merits and Demerits of Range, Quartile Deviation, Merits and Demerits of Quartile Deviation, Mean Deviation, Merits and Demerits of Mean Deviation, Properties of Mean Deviation, The Variance, Merits and Demerits of Variance, Standard Deviation, Properties of the Variance and standard

Deviation, Co-efficient of Variation and other Relative Measures, Moments, Moment about Mean, Moment about an Arbitrary Value, Moments for grouped Data, Sheppad's Correction for Grouping Error, Skewness

Chapter:5   INDEX NUMBERS

Introduction, Types of Index Numbers, Limitations of Index Numbers, Use of Index Numbers, Constrution of price Index Numbers, Unweighted and Weighted Index Numbers, Consumer Price Index (CPI) and Wholesale Price Index (WPI), Construction of CPI, Sensitive Price Indicator (SPI)

Chapter:6   PROBABILITY

Introduction, Permutations, Combinations, Probability, Conditional Probability

Chapter:7   RANDOM VARIABLES

Introduction, Random Numbers and their Generation, Application of Random Numbers, Concept of Random Variables and their Construction from Different Fields, Discrete and Continuous Random Variables

Chapter:8   PROBABILITY DISTRIBUTIONS

Introduction, Probability Mass Function, Probability Density Function, Simple Univariate Discrete and Continuous Distributions, Properties of Probability Mass Function and Probability Density Function, Application, Drawing of Probability Mass Function and Probability Density Function, Expectation and Variance of the simple discrete Random Variable, Properties of Expectation, Distribution Function

Chapter:9   BINOMIAL AND HYPERGEOMETRIC PROBABILITY DISTRIBUTION

Introduction, Binomial Probability Distribution, Mean and Variance of the Binomial Distribution, Hypergeometric Distribution and Hypergeometric Experiment, Properties, Hypergeometric Probability Distribution,

SYLLABI AND COURSES OF READING

List of Practicals for Class XI (Part-I)

<u>Topics:</u>

1. Presentation of data
2. Measure of Location
3. Measure of description
4. Index Numbers
5. Probability
6. Random Variables
7. Discrete Probility distribution
8. Binomial and Hypergeometric Probability distribution

Recommended Book: Statistics (Part-I)

Authors: 1) Dr. Faqir Muhammad 2) Mr. Amjad Mehmood
Editor: Mazhar Hayat, SS, Punjab Textbook Board, Lahore
Publisher: Saeed Book Center, Lahore.
For Punjab Textbook Board, Lahore

Marks : 85 **PART – II** **Time: 3:00 Hours**
Syllabus

Chapter:10 **NORMAL DISTRIBUTION**

Normal Distribution, Standard Normal Random Variable, Standard Normal Distribution, Standard Normal Cumulative Distribution Function, De-standardizing, Quantiles of Standard Normal Distribution, Use of Standard Normal Tables for any Normal Distribution, Finding the Values of μ or σ or both

Chapter:11 **SAMPLING TECHNIQUES AND SAMPLING DISTRIBUTIONS**

Population (Or Universe), Sample, Sampling design, Non-probability (Non-random) Sampling, Probability (Random) Sampling, Simple Random Sampling, Stratified Sampling, Errors, Simple Random Sampling and Sampling Distributions, Sampling Distribution of a Statistic, Sampling Distributions from General Populations, Sampling Distribution of the Sample Mean, X, Sampling Distribution of the Difference Between two Sample Means, $X_1 - X_2$, Sampling Distribution of Sample Proportion, P, Sampling Distribution of the Difference Between two Sample

Proportions, $P_1 - P_2$, Other Sampling Distributions, Sampling Distribution of the Sample Variance, S^2

Chapter:12 ESTIMATION

Statistical Estimation, Point Estimation of a Parameter, Unbasedness, Best Estimator, Pooled Estimators from two Samples, Interval Estimation, Confidence interval for Population Mean, μ, Confidence interval for Population Proportion of Success, π, Comparative Studies, Confidence interval for Difference between two Population Means, $\mu_1 - \mu_2$, Confidence interval for difference between two Population Proportions, $\pi_1 - \pi_2$

Chapter:13 HYPOTHESIS TESTING

The Elements of a Test of Hypothesis, Test of Hypothesis about a Population Mean, μ, Test of Hypothesis about a Population Proportion, π, Test of Hypothesis about the difference between two Population Means-independent Samples, Inference about the difference between two Population Means-Dependent Samples, Test of Hypothesis about the Difference between two Population Proportions, $\pi_1 - \pi_2$

Chapter:14 SIMPLE LINEAR REGRESSION AND CORRELATION

Relations between Variables, Regression analysis, Curve fitting, Simple Linear Regression, The Simple Linear Regression model, Simple Linear correlation, Correlation analysis

Chapter:15 ASSOCIATION

Multinomial Populations, Attribute (Qualitative Variable), Independence of Attributes, Association of Attributes, Two dimensional count Data: Contingency Table, Test for Statistical Independence, Rank correlation,

Chapter:16 ANALYSIS OF TIME SERIES

Time Series, Components of a time Series, Analysis of time Series, Estimation of secular trend

Chapter:17 ORIENTATION OF COMPUTERS

Introduction to Computer, History of Computer, Types of computers, Classification of Computers, Hardware and Software, Hardware components of a personal Computer, Input Devices and Output Devices, System Software, Operating System, Application Software, Programming Languages, Language Processors and translators, Basic idea of writing and running a computer program,

Number system, How Computers Represent Data, Binary System as a foundation of Computer Programming

List of Practicals for Class XII (Part-II)

<u>Topics:</u>

1. Normal distribution
2. Sampling Estimation
3. Testing of Hypothesis
4. Regression
5. Correlation
6. Association
7. Time series

Recommended Book: Statistics (Part-II)

Author: Prof. Muhammad Rauf Chaudhary,
Govt. College for Boys Gujranwala.
Editors: 1) Prof. M. Khalid Director (Technical)
2) Mr. Mazhar Hayat, Subject Specialist,
Publisher: Zeeshan Book Center, Lahore.
For Punjab Textbook Board, Lahore

COMMERCE GROUP

PART – I

Principles of Accounting Paper – I	---	---	---	100
Principles of Economics	---	---	---	75
Principles of Commerce	---	---	---	75
Business Mathematics	---	---	---	50

PART – II

Principles of Accounting Paper – II	---	---	---	100
Commercial Geography	---	---	---	75
Computer Studies / Banking	---	---	---	75
Statistics	---	---	---	50

PRINCIPLES OF ACCOUNTING – I

Marks: 100   PART –I(CLASS-XI)   Time: 3:00 Hours

1. **Introduction.**—Definition, Basic concepts, Double Entry System of Book Keeping, its objectives and advantages.
2. **Accounting Cycle.**—Accounting equation Journal, Ledger and Trial balance.
3. **Subsidiary Books Journals.**—Cash Book, Petty Cash Book. Purchases, Sales: purchases-Returns: Sales Returns; Bills-Receivable and Bill payable books.
4. **Banking Transactions.**—Kind of bank accounts and procedure of recording of banking transactions: cheques ; Cheque Register; Bank Reconciliation Statement, its objectives and preparation.
5. **Accounting for Bills of Exchange.**—Definition and procedure.
6. **Capital and Revenue.**—Meaning—Distinction between Capital and Revenue items: Receipts and Payments, Profits and Losses, Income and Expenses.
7. **Rectificaion of Errors.** – Kinds of errors – correction of errors after and before closing the books of accounts, suspense account.
8. **Financial Statement.** – Trading and profit and loss Account Income Statement and Balance Sheet-form and its preparation.
9. **Adjustments and Closing Process.** Prepaid and Outstanding expenses Accrued and unearned income; provision for Bad and Doubtful Debt; Provisions for Discount; Depreciation interest on capital and drawing, work Sheet.

PRINCIPLES OF ACCOUNTING-II

Marks: 100   **PART –II**   **Time: 3:00 Hours**

I. **Accounting for Non Profit easning concerns**. – Income and Expenditure and Payments Account; Receipts and payments Accounts and Balance Sheet.

2. **Accounting for Incomplete Records**.- Calculation of profit and loss statement of Affairs conversion of Single Entry into Double Entry account.

3. Depreciation Nature, methods straight line and diminishing balance.

4. Accounting for surplus, Reserves and Funds. Nature-types and creation.

5. **Accounting for Consignments**. Fully and partly sold goods excluding invoice price method, Account Sale Statement.

6. **Accounting for Partnership**. Definition -- partnership, agreement, division of profit and loss-valuation and treatment of goodwill admission, retirement and death of partner -- Dissolution.

7. **Accounting for Joint Stock Companies**. Formation-Kinds of companies company documents-types of shares-issue of shares at per, at premium at discount over- subscription, for feature and re-issue of share, Issue of debentures Bond at per, at premium and at discount-redemption of debeatures.

List of equipment, Lab-reqirements.
Book keeping machines, Overhead Projectors, Slide Projector,
Scientific electric calculators, Amount perforator on Cheque, Bank Draft,
Business film through T.V.

Available Books.
Principles of Accounting by M.A. Ghani.
Pinciples of Accounting by Aftab A. Khan.
Book keeping and Accounting by S.A. Siddiqui.
Principles of Accounting by Gul Zaman Qazi.
Asool-e-Mahasbi by Mobeen A. Khan.
Intermediate Accounting by Rauf Baig.
Introduction to Accounting by Nisaruddin.

PRINCIPLES OF ECONOMICS

Total Marks: 75   **Time : 2:30 Hours**

Division of Marks: Micro – 40 Mraks:

Macro – 35 Marks:

Micro Economics:I

What is Economics about ?

i.   The nature, scope and methods of economics analysis.

ii.   Importance of economics.

II. Demand and supply

Individual demand, aggregate or market demand, law of demand, changes in demand, elasticity of demand, measurement of elasticity of demand.

What is supply, law of supply, and stock, elasticity of supply.

Equilibrium between demand and supply.

III.   Consumer, Demand Theory

Law of diminishing and marginal utility. Consumer's equilibrium (cardinal approach).

IV.   The Costs and Revenues of a Firm.

Classification of costs, fixed cost, variable cost, total average cost, marginal cost, opportunity cost, total revenue, marginal and average revenue.

V.   Laws of Returns

The law of diminishing returns.

The law of increasing returns.

The law of constant returns.

The law of costs.

VI.   Price and output Determination

Pure competition, concept and occurances, price and output determination under perfect competition and monopoly.

VII. Resource Pricing.

Marginal productivity theory of resource demand.

Factors of production (brief introduction).

MACRO ECONOMICS II

I.   National Income

Measurement of National Income:

National Income at factor earning.

National Income at market price.

Expenditure approcach to income measurement.
The flow of National Income, other social accounts.
GDP = Gross Domestic Product
GNP = Gross National Product.
NNP = Net National Product.
NI = National Income.
PI = Personal Income.
DPI = Disposable Personal Income.

II. Money

What is money ?
Fuctions of Money.
Quantity theory of money.
Inflation, Deflation and their effects.

III. Business Cycle

Phase of Business cycle.
Theories of business cycle.

IV. International Trade

Importance of World Trade, International Specialization comparative advantage, balance of trade and balance of payment.

V. Public Finance

Meaning of public finance, cannons of taxation, Zakat and Usher.

List of Recommended Books, References, Reading etc.

Introduction to Modern Economics Part I and II
by Dr. S.M. Akhtar
Economics and Commercial Geography
By Gul Zaman Qazi.
Usool-e-Muashiat by Awais Ahmad Adib
Ibtedai Muashiat by Abdul Hameed Dar.
Economics by Khadim Hussain
Principles of Economics by Prof. Sirajuddin Qureshi.
Usool-e-Muashiat by Manzoor Ali.

SYLLABI AND COURSES OF READING

PRINCIPLES OF COMMERCE
(CONTENT OUTLINES)

Marks: 75   Class XI (Part-I)   Time: 2:30 Hours

I.   Introduction

Definition of Commerce, its importance and scope. Branches of Commerce, Trade, Insurance, Finance, Marketing, Warehousing and Industry. Essentials of establishing a business house and qualities of a good Business-man.

II.   Types of Commercial Organizations

Sole Proprietorship. Definition, Features , merits and demerits.

Partnership. Formation Features, Partnership Agreement / Deed Advantages, Disadvatages and Dissolution.

Joint Stock Company / Corporation. Special Feature, Kinds, Formation: Memorandum of Association, Articles of Association, Certificate of Registration, Prospectus, Certificate of Commencement of Business, Management: Shareholders, Directors and Managing Director, Winding up.

Cooperative Society: Features, Kinds, advantages and disadvantages: Basic concepts of Musharqa, Mudarba.

III.   Office Organization

    a.   Office Roles, its organization.
    b.   Handling incoming and outgoing mail, basic postal information.
    c.   Filing, duplicating, copying and indexing.
    d.   Office equipments and machines.

IV.   Trade and its Kinds:-

Home Trade. Whole sale, Retails, Middlemen, Salesmanship and Advertisement. Channel of distribution and Chamber of Commerce.

Purchase and Sales of Goods. – Procedure, documents used in hometradeprice list, Invoice, transportation and Railway receipts.

Foreign Trade Import. – Import procedure, Documents used.

Export

Export procedure, documents used and role of export promotion Bureau.

V.   Commercial Correspondence

    i. Essentials of a good business letters, writing of letters and their replies.

    ii. Types of letters, trade and status enquiries, indents, letters of claim, collection and donning letters.

    iii. Circulars-officials and semi-officials, telegram including modification, cyphering and decyphering.

VI.   Auxillaries to Commerce

    a. Insurance – Kinds, Advantages to Commerce.

    b. Transportation/Means-Air, Rail, Road and Sea.

    c. Warehousing-Kinds and advantages, Warehouse receipts.

    d. Business Finance – types and importance

Available Books

1. Principles of Commerce
   S.Askari Zardi.
   A.H. Hashmi and Matin.

2. Principles of Commerce
   Khadim Hussain,
   Navid publishers, Lahore

3. Principles of Commerce
   Ali Hassan Muzafar,
   Ilme Kutabkhana, Lahore.

4. Principles of Commerce
   Azeem Academy Urdu
   Bazar Lahore

5. Principles of Commerce
   Orient Publishers Urdu
   Bazar Lahore

BUSINESS MATHEMATICS

Marks: 50   PART –I-- MATHEMATICS   Time: 2:00 Hours

1. Business Arithmetic
   Ratios Proportion and percentage.
   Computation of annuities.
2. Functions and their Graphs.
3. Linear and quadratic Equations, Simultaneous Equations.
4. Binary Number System and its operation.
5. Matrices-Indentity, Matrices, Addition, Subtracion multiplicative of matrices. Solution of Simultaneous equations through matrices.

Marks: 50   PART –II-- STATISTICS   Time: 2:00 Hours

1. **Nature of Statistics**
   What is statistics, Subject matter, fields of statistics and the types of questions it can answer. Importance of statistics in different fields.
2. **Statistical Data**
   Types of data – Primary and secondary.

Sources of data and Methods of Collection.

3. **Presentation of Data**

Classification – the bases of classification.

Tabulation-Simple and compound Tables.

Representation of data through diagrams and charts. Bar diagrams, Circular diagrams. Graphs of Frequency Distirbution.

4. **Averages of the First Order**

Mean, Mode, Median

5. **Index Numbers**

6. **Probability Theory**

An elementary treatment, excluding probablility distributions (Brief Introduction)

BOOKS AVAILABLE

1. Rahber Business Statistics by Aizaz Ahmad Khan
   Qureshi Brothers

2. Business Statistics by Nadeem Akhtar Siddiqui
   Azeem Academy Urdu Bazar Lahore

3. Business Statistics by Aqdas Abbas
   Iqra Book Depot Urdu Bazar Lahore

4. Business Mathematics by Nadeem Akhtar Siddiqui
   Azeem Academy Urdu Bazar Lahore

COMMERCIAL GEOGRAPHY

Marks: 75   Class XII (Part-II)   Time: 2:30 Hours

L World   **[Marks – 45 for Part I&II]**

-Part-I.- **Definition of world Commercial activities and their response to different environments.**

-Primary/ Primitive activities.

-Fishing.

-Hunting.

-Lumbering

-Agricultural Activities.

-Advent of agricultural activities.

-Animal Husbandary / Herding.

-Farming-Subsistance.

Industries and Handicrafts.

Skills and factors of manufacturing.

Types and products.

Iron & Steel, Textiles, Fertilizers.

Population growth-its global distribution, trends and its effects on various commercial activities.

Growth-world-wide.

Distribution.

Trends and effects on Commerce.

Orientation of Commercial activities and their modern trends.

Choices of different countries.

Inter-relationship of choices and commercial activities.

Impact of the latest technology on existing commercial activities and the resultant trends.

-Part-II-World resources and their distributions

a. **Agricultural resources with special emphasis on food resoures and rate of consumption.**

   -Wheat, Rice, Sugar – Cane, Tea, edible oils

   -Cotton, Rubber and Wool.

   -Commodity Flow and consumption.

b. **Mineral resources and their sereve estimates.**

   -Iron-Ore.

   -Gold

   -Uranium.

c. **Energy resources and their application.**

   -Coal

   -Electricity Thermal / Hydro-electricity / Nuclear.

   -Natural Oil and Gas.

d. **Human resources and their utilization.**

   -Types according to various occupations.

   -Utilization – Optimum and under utilization.

   -Effects on Socio – Economic conditions.

Pakistan.   **30 Marks**

a. **Location and physical environments.**

   - Geographical location and physical features.

   -Climate and Natural vegetation.

   -Soils and Irrigation.

b. **Resources and their exploitation.**

   -Agricultural commodities – Wheat, Rice. Maize, Sugar–cane, Cotton, Tobacco.

-Power – Electricity, Nuclear, Solar Energy & Bio-gas.

c. **Population, its involvement and options for various commercial activates and its impact on national, regional and international trade.**

-Distribution and Occupation.

Migration-immigration and emigration.

-Influence upon nations, regional and international trade.

d. **Logistics for the transfer of various resources.**

-Roads.

-Railway.

-Airways and Water ways.

c. **Priorities and identity of the commercial needs of Pakistan.**

-Food autakry.

-Technology know-how and its application in various fields of commercial activities.

-Perspective needs and their fulfilment, by adding facilities like augmenting the existing irrigation system, power resources etc.

RECOMMENDATIONS
LIST OF EQUIPMENT, LAB, REQUIREMENTS ETC.

-Maps and Map-rooms, A.V. Aids, Charts. Graphs, Globes, Atlases and out door study tours.

At present no single book is likely to cover the recommended course. It is, therefore, suggested that a few books on commercial Geography be got prepared and published for the convenience of the students. Meanwhile the following books may be useful as a stop gap arrangements.

Available Books:

-Pakistan by Col. K.U. Qureshy

-Economic and Commercial Geography by Gul Zaman Qazi.

-Commercial Geography by Mian Muhammad Anwar.

-Regional and Commercial Geography by Col K.U.Qureshy and Dr. Miss. M.K. Elahi.

Economic and Commercial Geography by Prof. Nazeer Ahmad Khalid Azeem Academy Urdu Bazar Lahore

Economic Geography by F.K.Khan.

-Pakistan Atlas Oxford.

- Economic and Commercial Geography by Gul Zaman Qazi

COMPUTER STUDIES/ COMPUTER SCIENCE
Part-II (Class-XII)

Theory Marks: 50   Practical Marks: 25

Marks: 50   **Time: 2:00 Hours**

-Definition of Computer and usefulness in Commerce
-Types of Computers.
  i.   Differentiation among Digital, Analog and Hybrid computers.
  ii. Classification of digital computers; Micro Computers, Mini Computers, Mainframe.
-Elements of Data Processing.
  Familiarization with terminology and brief descriptions of various fields, within computer science i.e. Hardware, software (System Software and Application Software) System analysis Programming etc.
II. Components of Digital Computer Systems and Their Functions.
  Central Processing Unit.
  i.   Control Unit.
  ii.   Arithmetic and Cogic Unit.
  iii. Main Memory
      i. **Input / Output Devices**
          Functioning, advantages and disadvantages of various input / output Devices i.e. Terminals Printers, Card Readers, Diskette Readers etc.
      ii. **Secondary Storage Devices**.
          Disk Drives fixed (Winchester), removable, Floppy, Magnetic Tape drive etc, Usage and suitability of various secondary storage devices according to their speed and volume should be explained.
III. Information Representation in Computers
  -Number System.
  i.   Decimal, Binary, Octal and Hexadimal.
  ii. Arithmetic operations i.e. Addition, subtraction, Multiplication and Division etc.
  -Machine Representation.
  i.   Representation of positive and Negative integers using two's complement.

ii.   Bits, Bytes, Words, representation of Characters, representation of Instructions.

IV.   Elements of Data Processing
-Problems Solving and various stages involved.
    (i)   Defining the Problem.
    (ii) Analyzing of the problem.
    (iii) Algorithm.
    (iv) .Flow-charting.
    (v)   Coding (Programming) the Problem.
    (iv) Processing the Problem.
    (vii) Debugging the Problem.
    (viii) Final Output (Showing results of Problems

V.   Programming Languages
—Classification of languages (Low Level, Intermediate level and high level).

—Low level language (Machine Language).

—Intermediate level language (Assembly Language)

—High Level languages (Fortran, Cobol, passcal and Basic etc).

—Suitability of a programming language according to the nature of problem

VI.   Elements and Programing in Basic Language
—Assignment Statements —Control statements

—Input/Out-put statements —Specification statements.

—Usage of Basic statements in developing programmes for simple problems.

VII.   Major Applications
-For Research Development in:
Commercial, accounting, banking, insurance, shipping, census, immigration, taxation, communications, examinations, inventory (stores) personal information system.

Available Book:
Computer Studies / Computer Science
by Kashif Shahzad Ch. & Rabia Shahzad Ch.
Azeem Academy Urdu Bazar Lahore

BANKING

Marks : 75   Class XII(Part-II)   **Time : 2-30 Hours**

Course Outlines

-Definition and origin of banking.

-Kinds of Banks

- (i) Central Bank.
- (ii) Commerical Bank.
- (iii) Industrial Bank—IDBP, NDFC.
- (iv) Agricultural Bank.
- (v) Investment Bank—ICP.
- (vi) Saving Bank.
- (vii) Cooperative Bank.

-Commercial Banks

- (i) Scheduled and non-scheduled Banks.
- (ii) Functions, Importance and services performed by a modern commercial bank.

-Kinds of Bank Account

- (i) Saving.
- (ii) Current
- (iii) Fixed.
- (iv) PLS.
- (v) Operation of above accounts (Practical Demonstrations).

Credit Instruments

- (i) Cheques.
- (ii) Bill of Exchange.
- (iii) Promissory note.
- (iv) Letter of credit.

Bank advances

- (i) Over draft.
- (ii) Cash credit.
- (iii) Loans — Secured and unsecured.
  Credit creation by Commercial Banks.—their powers and limitations.

Central Bank

- (i) Origin and growth.
- (ii) Functions of a central bank.
- (iii) Credit control measures.

(iv)   State Bank of Pakistan—its relation with scheduled banks and its role in the national economy.

Foreign Exchange

Meaning—exchange rates, exchange control and trade, foreign remittances.

Note,—These course outlines may be adopted for similar course of Banking in D Com. scheme of Studies.

Evaluation

Internal

(a)   For internal evaluation, monthly tests be conducted to assess the knowledge of the students regularly.

(b)   Quiz programmes be arranged to encourage competitive spirit among the students.

External.

Ten questions may be set and the students be asked to attempt any five questions carrying equal marks.

(a)   Guest speakers from different banks may be invited to deliver lectures.

(b)   Students visit in batches to various banks branches be arranged.

Available Textbooks

(i)   Principles of Banking by Mohammad Hanif.

(ii)   Principles of Banking by Qazi Shahzad
       Azeem Academy Urdu Bazar Lahore

(iii) Law and practice of Banking in Pakistan by Asrar H. Siddiqi.

(iv)   Money Banking and Credit by Saeed Nasir.

(v)   Banking by S. Qavi Ahmad

(vi)   Banking in Pakistan by S.A.Meenai
       (Economic News letters, of banks.)
       (Journal of Institute of Bankers in Pakistan.)

COMPUTER SCIENCE

Marks :75   **PART-I (CLASS-XI)**   **Time: 2:30 Hours**

Theory: 75 + Practical : 25 Total:100

Topics	Weightage % age
Basics of Information Technology	75
-- **Basic concepts of IT** • Hardware VS Software • Input and Output Devices • Operating System Vs. Computer Programs • Basic Units of Data Storage, Storage and Memory • Systems Development	10%
Information Networks • The Technology of Workgroup Computing • The Benefits of E-Mail • What is the internet and How it is Useful? • LAN and WAN • Concepts, Models, Standards, Network Topologies	10%
-- **Data Communication** • Introduction of Data Communication • Types of Data • Encoding different types of data • Transmission media • Modem	10%
Applications and use of Computers • Computers and the Opportunities offered by their Use • Types of Systems Encountered in everyday life, Homes, Business, Industry, Education • Understand how Computers can Simplify our Work Practices	10%
-- **Hardware And Systems Software** **Computer Architecture** • Block Diagram of Computer (CPU, RAM, ROM, Input / Output, Data Bus, Address Bus, Control Bus and Ports) • Registers, Program Counter (PC), Memory Address Register (MAR), Memory Buffer Register (MBR),	25%

Instruction Register (IR) Stack. • **Computer Operations** • Simple Machine Instructions Format • Processing Machine Instructions (Fetch- decode-execute) • Understand the Functionality of different Types of Software	
-- **Security Copyright and the Law** • Viruses and Anti-Virus issues • Data Protection and Privacy issues • Data Protection Legislation and copyright issues	10%
Use of Application Software	25%
OPERATING SYSTEMS (WINDOWS) • Introducing GUI Operating Systems • OS Components and Selection Techniques • Starting to use GUI Operating System • File and Disk Management • Control Printing Jobs	5%
WORD PROCESSING • Starting to use Word Processor • Font, Paragraph, Page Formatting • Introducing Tables and Colums • Using the Clipboard • Printing • Tables, Text Boxes, Graphics and Wordart	8%
SPREAD SHEET • Introduction to Spread Sheet Packages • Spread Sheet Layouts • Formatting and Customizing Data • Formulas, Functions and Named Ranges • Introducing Charts • Printing Worksheets and charts	7%
INTERNET BROWSING AND USING EMAIL • Introduction to Browsing • Addresses, Links & Downloading • Searching the Internet • Email & Newsgroups	5%

Marks :75   **(CLASS-XII)**   **Time: 2:30 Hours**

Theory: 75 + Practical : 25 Total:100

Topics	Weightage % age
Database Basics	40
• Introduction to Database Concepts	
• Database concepts, Terminology and Usage	
• Database Design and Table Creation	
• Formatting a Table	
• Relationships	
• Locating and Replacing information	
• Creating Simple Queries	
• Creating Calculated Fields	
• Introducing Forms	
• Formatting and Creating Forms	
• Formatting and Creating Reports	
Programming using C **OR** **Programming using VISUAL BASIC**	60
Option I: Outline for C	
• Characteristics of High Level Porgramming Languages	
• Basic Structure of Program	
• Creating, Editing and Saving a Source Program	
• Compiling, Linking and Executing A Program	
• Variables: character, integer, long integer, floating point, double precision	
• Input/Output, printf, scanf, format Specifier, Field Width Specifier	
• Operators: Arithmetic, Relational, Logical Operators	
• Comments	
• Loops: for loop, while loop, do-while	
• Decision: if Statement, if-else Statement, else-if, switch Statement, Conditional Operator	
• Importance of Functions	
• Simple Functions	
• Function Passing Arguments and Returning Values	

• Open File, Read, Write, Append and Close File **_OR_** **Option II: Outline for Visual Basic** • I/O Statements • Control Statements • Working with Forms	
• Variables and Arrays • Functions and Procedures • Basic ActiveX Controls • Drawing with Visual Basic • Advanced ActiveX Controls • Database Programming with Visual Basic • The Active Data Objects • Scripting Objects • Visual Basic and the Web	

LIST OF PRACTICALS FOR CLASS-XI (PART – I)

WINDOWS

(1)   (a) Use of Start Menu

       (b) Manage Program Group & Document Group

       (c) How to access Search Group

       (d) Customize the Desktop

(2)   **Use of Windows Help**

(3)   **Use of Windows Accessories:**

       (a) Word Pad

       (b) Calculator

       (c) Paint

(4)   **Use of Windows Accessories:**

       (a) Managing files and folders - Using My Computer

       (b) Managing files and folders Windows Explorer

       (c) Managing Recycle Bin operations.

(5)   **Printer:**

       (a) Installation of printer driver

  (b) Setting of different properties of printer

  (c) Managing the ques of printing jobs

MS Word

(6)　(a) Open and Save files in specified path or New Folder

　　　(b) Selection of text by different methods and applying a different operations:

　　　Copying, Moving (by Clipboard and Drag & Drop methods) Deletion,

(7)　Formating text (Bold, Underline, Font, Color etc.)

(8)　Using Undo and Redo

(9)　Use of Text Alignments, Indenting and managing space also use of Bullets and Numbering.

(10)　Use of Page Setup including Page Margin, Size, Paper Source and Layout.

(11)　Skills of Printer Settings.

(12)　Use of Tables and Columns.

(13)　Use of Spell Check, Grammar and phrases.

(14)　Use of short cuts.

MS-EXCEL

(15)　Inserting & Deleting Cells, Rows and Columns.

(16)　Managing Worksheets.

(17)　Formatting and Customizing Data.

(18)　Use of Formulas and Functions.(Formatting Numbers decimal plasces, column & rows setup etc.)

(19)　Drawing of Different Types of Charts.

(20)　Use of Page Setup and Printing Configurations.

(21)　Use of shortcuts.

INTERNET EXPLORER

(22)　Send/receive email to a single user, multiple users

(23)　Attach/Detach files with mail

(24)　Browsing Internet

(25)　Use of shortcuts

(26)　Proper use of search engines.

LIST OF PRACTICALS FOR CLASS-XII (PART – II)

MS-ACCESS

(1) Creation different tables Tables and assign primary key
(2) Create simple Queries using wizard and design view
(3) Create relationship between tables
(4) Create simple forms using wizard and design view
(5) Create reports using wizard and design view
(6) Use of summary and calculated fields

Visual Basic

(1) Create a simple form to add two numbers using textboxes and buttons.
(2) Create a simple form to perform other arithmetic computations (multiply, divide subtract)
(3) Create a form to display table of a given integer.
(4) Create a form which generates series of numbers within given limits using FOR loop.
(5) Create a form which generates series of numbers within given limits using DO WHILE loop.
(6) Find factorial of N using any loop statement, read value from a text box and write it in another text box.
(7) Define a program to read use salary from a text box and calculate its tax depending upon the bracket in which it falls (using if-elseif-else).
(8) Create a function which returns area of circle of a given radius.
(9) Use a form to save/retrieve data from user in text boxes and save it to a MS ACCESS table.
(10) Use text boxes, combo boxes, tree-list to save/retrieve data to/from MS ACCESS table.
(11) Use different property sheets to change appearance and format of text item.
(12) Use property sheet to modify form background properties.

PRACTICALS FOR C-LANGUAGE:

Exp.1 Writing a program which prints a text of 4 lines consisting of characters, integer values and floating point values using 'printf' statement.

Exp.2 Writing a program that reads and prints the data using Escape Sequence. (Asking the name, age, height and gender of the student using scanf and printf statements.)

Exp.3 Writing a program, which uses Operators (calculate the area of triangles, volume of spheres and arrange the resultant values in ascending order.)

Exp.4 Writing a program which uses 'for' loop statement. (Generate the multiplication table from 2 to 20).

Exp.5 Writing a program which uses 'while' loop and Nested 'while' loop. (Use 'for' loop and continue the process in 'while' loop satisfying this condition):

Exp.6 Finding the factorial of N using 'while' loop, read value of N using scanf, and print the factorial of various N.

Exp.7 Draw a checkerboard and print it using if-else statement, and extend the program using Nested if- else.

Exp.8 Writing a program which uses a 'switch' statement and breaks the program if certain condition is observed. Repeat the program with 'case' statement.

Exp.9 Writing a function, which generates factorial of N and calls this function in the 'main' program.

Exp.10 Writing a program which uses multiple arguments in a function. (Develop a user-defined function to generate a rectangle. Use the function for passing arguments to draw different sizes of rectangles and squares.)

Computer Science Part – I

Authors: 1. Mirza Mubbasher Baig
2. Mr. Asif Ali
3. Shaheena Naaz

Editor: Syed Zulqarnain Jaffery
Publisher: S.S. Publisher Lahore

Computer Science Part – II

Authors: 1. Syed Zulqarnain Jaffery
2. Ms. Shaheena Naaz
3. Mr. Asif Ali Magsi

Editor: Mirza Mubbashar Baig
Publisher: Kitab markaz Faisalabad